

MAIN HRS

DCDS Reports

Security Reports - C **HR-108 - User IDs Not Used Since**

Purpose:	The User IDs Not Used Since report provides Agency Security Administrators a listing of User IDs that have not been used since the requested date. Data may be requested for users whose time is reported in the selected department/agency and Timekeeping Unit (TKU) and who have security within the selected criteria. Data may also be requested for users who <u>do not</u> report time to the selected department/agency and TKU but have security to the selected criteria. The minimum required data to be entered is department, agency and TKU.
Frequency:	As requested.
Distribution:	The report is available to Control Agency staff and Agency Security Administrators only.
Sequence:	Department, Agency
Media:	Displayed on-line or the report may be printed.
Retention:	Per Department Policy. Information is available on-line for one fiscal year.
Information:	A. The User IDs Not Used Since report is accessed through the <u>R</u> eports, <u>S</u> ecurity, <u>C</u> - User IDs Not Used Since items on the menu.

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Information: *(Continued)*

B. The following detail is displayed:

- Full Name
- Social Security Number (SSN)
- User ID
- Last Login Date
- Status
- Start Date
- End Date
- Total number of User IDs not used for agency
- Total number of User IDs not used for department

C. Totals are provided by TKU, Agency and Department.

D. To print a copy of the report, select File and click on the Print menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

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DCDS 03.03.01

File Edit Options Functions Params Reports Window Help

Report Request

User IDs Not Used Since

Department: 01

Agency: 01

TKU: 000

Since Date: 07/15/2001

Include employees from all Dept/Agy/TKU ☐

OK Close

Ready

Report Request Screen

To display the Report Request screen for the User IDs Not Used Since report, select the Reports menu item from the Menu bar and click on the Security menu item. From the cascading menu, click on C - User IDs Not Used Since menu item.

The Report Request allows users to enter the appropriate criteria to request the User IDs Not Used Since Report.

The employee's department and agency number is the default. To request all timekeeping units, select AL from the TKU dropdown. To request all users who have security to the selected criteria, click on the box for "Include employees from all Dept/Agy/TKU." This will include users who may or may not report time within the selected criteria. Click the OK button.

The Report Pre-View screen displays the User IDs Not Used Since Report on-line. The printed report is displayed on the next page in which all fields can be viewed.

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HR-108 - User Ids Not Used Since

HR – 108

MAIN HUMAN RESOURCE SYSTEM
USER IDS NOT USED SINCE

RUN DATE: 10/27/1999 14:03:5
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DEPARTMENT: 59 DEPARTMENT OF TRANSPORTATION
AGENCY: 01 CENTRAL OFFICE
TKU: 000 Transportation Central

<u>FULL NAME</u>	<u>SSN</u>	<u>USER ID</u>	<u>LAST LOGIN DATE</u>	<u>STATUS</u>	<u>START DATE</u>	<u>END DATE</u>
AVENGER, CAPTAIN	222-12-3333	MASCARENHAS		VALID	07/16/1996	12/31/2222
AVENGER, CAPTAIN	222-12-3333	MEL		VALID	09/08/1996	12/31/2222
BARLETT, JULIE	590-01-3101	APPR_1		VALID	01/01/1996	12/31/2022
CAROL, K A	590-01-0013	APPR_4		VALID	01/01/1996	12/31/2022
COLRIDGE, HARRY	590-01-3102	APPR_2		VALID	01/01/1996	12/31/2022
DOE, JOHNNY JR	590-01-0005	APPR_8		VALID	01/01/1996	12/31/2022
ROBERT, LINDLEY	590-01-0015	APPR_10		VALID	01/01/1996	12/31/2022
TESTER2, TEST X	030-03-1245	ROYCHOWDHURY		VALID	06/05/1996	12/31/2222
THOMASKI, JACK	590-01-0004	APPT_3		VALID	01/01/1996	12/31/2022

TKU: 000 TOTAL NUMBER OF USER IDS NOT USED SINCE 09/02/1006 - 9
AGENCY: 01 TOTAL NUMBER OF USER IDS NOT USED SINCE 09/02/1996 - 9
DEPARTMENT: 59 TOTAL NUMBER OF USER IDS NOT USED SINCE 09/02/1996 - 9

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Revised: **March 15, 2002**

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Section 16.17: **Security**
User IDs Not Used Since Report